



**Billing Code: 4210-67**

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**[Docket No. FR-5690-N-09]**

**60-Day Notice of Proposed Information Collection:**

**Public Housing Contracting with Resident-Owned Business – Application Requirements**

**AGENCY:** Office of the Assistant Secretary for Public and Indian Housing, HUD.

**ACTION:** Notice.

**SUMMARY:** HUD is seeking approval from the Office of Management and Budget (OMB) for the information collection described below. In accordance with the Paperwork Reduction Act, HUD is requesting comment from all interested parties on the proposed collection of information. The purpose of this notice is to allow for 60 days of public comment.

**DATES:** Comments Due Date: **[Insert date that is 60 days after the date of publication in the Federal Register.]**

**ADDRESSES:** Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000; telephone 202-402-5564 (this is not a toll-free number) or email at [Colette.Pollard@hud.gov](mailto:Colette.Pollard@hud.gov) for a copy of the proposed forms or other available information. Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Relay Service at (800) 877-8339.

**FOR FURTHER INFORMATION CONTACT:** Arlette Mussington, Office of Policy, Programs and Legislative Initiatives, PIH, Department of Housing and Urban Development, 451 7th Street, SW., (L'Enfant Plaza, Room 2206), Washington, DC 20410; telephone 202-402-4109. This is not a toll-free number. Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Relay Service at (800) 877-8339. Copies of available documents submitted to OMB may be obtained from Ms. Mussington.

**SUPPLEMENTARY INFORMATION:** This notice informs the public that HUD is seeking approval from OMB for the information collection described in Section A.

**A. *Title of Proposal:*** Public Housing Contracting with Resident-Owned Businesses/ Application Requirements.

***OMB Approval Number:*** 2577-0161.

***Description of the Need for the Information and Its Proposed Use:***

PHAs that enter into contracts with resident-owned businesses must comply with the requirements/procedures set forth in 24 CFR §963.10, 24 CFR §963.12, 24 CFR §85.36(h), 24 CFR §85.36(i) and other such contract terms that may be applicable to the procurement under the Department's regulations. These requirements include:

- Certified copies of any State, county, or municipal licenses that may be required of the business to engage in the type of business activity for which it was formed. Where applicable, the PHA must obtain a certified copy of its corporate charter or other organizational document that verifies that the business was properly formed in accordance with State law;
- Certification that shows the business is owned by residents, disclosure documents that indicate all owners of the business and each owner's percentage of the

business along with sufficient evidence sufficient that demonstrates to the satisfaction of the PHA that the business has the ability to perform successfully under the terms and conditions of the proposed contract;

- Certification as to the number of contracts awarded, and the dollar amount of each contract award received, under the alternative procurement process; and
- Contract award documents, proof of bonding documents, independent cost estimates and comparable price analyses.

***Agency form number, if applicable:*** None.

***Members of Affected Public:*** Public Housing Agencies and Applicable Resident Entrepreneurs

***Estimation of the Total number of hours needed to prepare the information collection***

***including number of respondents, frequency of response, and hours of response:*** Estimated number of respondents: 81. The calculation for burden hours is as follows: Calculation for number of respondents: 81 (estimated number of PHAs contracting with resident owned businesses) x 24 (number of hours for procurement process) = **1,944 total hours.**

Number of PHAs	Number of Responses Annually*	Hours per Response	Total Annual Burden Hours
81	81	*24	1,944

**Status of the Proposed Information Collection:** Meeting HUD Regulation requirements

## **B. Solicitation of Public Comment**

This notice is soliciting comments from members of the public and affected parties concerning the collection of information described in Section A on the following:

(1) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

(2) The accuracy of the agency's estimate of the burden of the proposed collection of information;

(3) Ways to enhance the quality, utility, and clarity of the information to be collected; and

(4) Ways to minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

HUD encourages interested parties to submit comment in response to these questions.

**C. Authority:** Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35.

**Dated:** July 26, 2013.

Merrie Nichols-Dixon, Deputy Director  
Office of Policy, Programs and Legislative Initiatives

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